

Frequently Asked Questions about Special Use Permits

When do I need to get a permit?

You will need a permit for any event with participation over 50 people. For events fewer than 50 people, a Special Use Permit may be appropriate to insure no other large groups are permitted to be in the same area at the same time.

If special equipment will be used at your event, such as sound equipment, a caterer, barbeque grills, etc., a Special Use Permit will be needed regardless of the size of the group.

How do I apply for a Special Use Permit?

Print out a Special Use Permit Application from this web-site. For picnics, weddings and other similar events, use the General Application. For taking bridal pictures and still photography, use the Filming Short Form. For film productions, use the Filming Long Form.

Fill out the application with as much information about your event as possible taking care to include the dates, times, and location you are requesting. Mail the application, and a \$50.00 check made out to the National Park Service, to the Special Use Permit Coordinator, Valley Forge National Historical Park, 1400 North Outer Line Drive, King of Prussia, PA 19406-1009.

How much does a Special Use Permit cost?

There is a \$50.00 administrative charge for reviewing your permit. A check for this amount, made out to the National Park Service, must accompany your application. This administrative charge is non-refundable.

All other fees are calculated on an individual basis. Cost recovery fees will be charged for those events requiring special assistance from park staff, or the use of park resources. Some Special Use Permits for filming will require a location fee to be paid. Permittees are also financially responsible for any damages to park resources caused by themselves, members of their group, or as a result of their event.

Does a Special Use Permit give me the exclusive right to an area of the park?

No, a Special Use Permit does not give exclusive rights to the permittee or allow the permittee to restrict visitors from any location. The Special Use Permit does insure no other large group or event will be permitted to be in the same area at the same time. Picnic areas are on a first come first served basis.

How far ahead of my event should I send the Special Use Permit Application in?

At a minimum, send your application in to the park 30 days prior to your event. If you have all the information about your event, you can send in your application up to one year in advance. The sooner you submit your application, the better the chances are you will get the time and location in the park you are applying for. Allow 30 days for the park to review your application and issue you your Special Use Permit.

Larger events, which require planning on the part of park staff require a lead time in excess of thirty days, depending upon the event.

Do I need a permit to have wedding pictures taken in the park?

Yes, you will need a permit to have wedding pictures taken in the park. The Special Use Permit will insure another bride, or an event, is not permitted to be in the same area at the same time you are. Please use the Filming Short Form for wedding pictures.

Can I have my pictures taken under the National Memorial Arch?

No, you must stay at least 100 feet away from historic structures and all monuments in the park including the National Memorial Arch.

I want to be married and/or have my wedding pictures taken at the Washington Memorial Chapel.

The Washington Memorial Chapel is not owned by the National Park Service. To have a wedding there, or to have your pictures taken at the National Memorial Chapel, you must contact the Chapel directly at 610-783-0120. The Washington Memorial Chapel is an Episcopal Parish in the Diocese of Pennsylvania. The Chapel receives no government funds and is entirely supported by contributions from members and visitors.

Do I need a permit to hold my wedding ceremony in the park?

Yes, you will need a permit to hold your wedding ceremony in the park regardless of the size of the wedding party.

Do you have any suggestions on where in the park I could get married?

We have a small gazebo up behind the P. C. Knox Estate, on Wilson Road, off Yellow Springs Road. This area offers a quiet place, somewhat off the beaten

path, in a lovely location. Parking is along the roadside very near the gazebo. Many brides have chosen this unique location.

Why can't I throw rice, bird seed, or flower petals at my wedding?

Rice, once swallowed by a bird, expands and can harm or even kill. Certain flower petals are slow to rot and the area would need to be raked and the debris disposed of. The cost of removing flower petals from the area will be charged to the permittee.

Seed carries with it the beginnings of invasive plant species. Considerable work has been done within the boundary of Valley Forge National Historical Park to eliminate invasive plant species and we need the public's help to continue to control them.

Bubbles are a wonderful alternate to rice, flower petals, or seed!

Do you have a pavilion?

No, we do not have any pavilions or covered picnic areas in the park.

Do you have barbeque grills?

Yes, in the Betzwood Picnic Area of the park there are grills near the picnic tables.

We want to serve alcohol at our event. Is this permitted?

No, you can not serve alcohol. All areas of the park are closed to the consumption of alcoholic beverages.

Are we allowed to have a camp fire at our event?

No, all ground fires are prohibited. Approved propane or gasoline stoves and charcoal grills can be permitted provided they are used in designated picnic areas. Grills are provided by the Park in the Betzwood Picnic Area for public use.

When is a Special Use Permit Application denied?

The Superintendent may disapprove a request for a Special Use Permit if it is determined that:

- it will conflict with law or policy
- it will be a derogation of the values and purposes for which the park was established

- it is inconsistent with the park's enabling legislation
- it has a reasonable potential to cause illness, personal injury, or property damage
- it will unduly interfere with normal park operations, resource protection, or visitor use
- there is a no meaningful association between the park area and the event
- the observance does not contribute to visitor understanding of the significance of the park
- the event is conducted primarily for the material or financial benefit of participants, involves commercialization, advertising, or publicity by participants, or for which a separate public admission fee is to be charged, unless the event is directly related to the purposes for which a park was established

Chart of Facilities at Various Special Use Permit Locations

<u>Location</u>	<u>Parking</u>	<u>Bathrooms</u>	<u>Picnic Area</u>	<u>Other Amenities</u>
Artillery Park Picnic Area	Buses: None Cars: 79 Handicapped: 3	Yes	Tables: 8 Grills: None Water: Yes Vending Machines: None	
Betzwood Picnic Area	Buses: None Cars: 86 Handicapped: 3	Yes	Tables: 14 (several are handicap accessible) Grills: Yes Water: Yes Vending Machines: Drinks Only	Boat Ramp
Dogwood Grove	Buses: 4 Cars: 65 Handicapped: None	None	Tables: None Grills: None Water: None Vending Machines: None	
Gazebo at Maxwell's	Cars: 25 (on one side of road only)	None	Tables: None Grills: None Water: None Vending Machines: None	
Huntington's	Buses: None Cars: 46 Handicapped: None	None	Tables: None Grills: None Water: None Vending Machines: None	
Knox's Quarters	Buses: 3 Cars: 72 Handicapped: 2	None	Tables: None Grills: None Water: Yes Vending Machines: None	Pay Phone
River Road (Map Lot)	Buses: 10 Cars: 22 Handicapped: None	None	None	
Varnums (at the von Steuben Statue)	Buses: None Cars: 32 Handicapped: 2	None	None	
Varnum's	Buses: 6 Cars: 58 Handicapped: 4	Yes	Tables: 43 Grills: None Water: Yes	

			Vending Machine: Drinks Only	
Walnut Hill	Cars: on one side of road only	None	None	
Washington's Headquarters	Buses: 8 Cars: 168 Handicapped: 5	Yes	Tables: None Grills: None Water: Yes Vending Machine: None	
Washington's Headquarters Train Station	Buses: None Cars: 13 Handicapped: 2	None	Tables: None Grills: None Water: Yes Vending Machine: None	
Wayne's Woods	Buses: 8 Cars: 68 Handicapped: 2	Yes	Tables: 34 Grills: None Water: Yes Vending Machines: Drinks Only	

Parking Areas:

Location	Parking	Bathrooms	Picnic Area	Other Amenities
Lower Welcome Center	Buses: 9 Cars: 268 Handicapped: 5 RV: 9 Horse Trailer (unimproved): 6	Yes	Tables: 4 Grills: None Water: Yes Vending Machines: Drinks	Fast Food Stand: Yes Rental Bicycles: Yes
Upper Welcome Center	Buses: Cars: Handicapped:	Yes	Tables: Grills: None Water: Yes Vending Machines: None	
Adjacent to Washington Memorial Chapel	Cars: 60 on perimeter & large interior space			

National Park Service
Valley Forge National Historical Park
1400 N. Outer Line Drive, King of Prussia, PA 19406-1009
General Application for Special Use Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow thirty days (30) for processing. **A non-refundable processing fee of \$50.00, in the form of a check made out to the National Park Service, is required to accompany this application** unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you may be required to provide proof of liability insurance.)

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Fax #:
E-mail Address:	Cell phone #:
Cell #:	Fax#:

Description of Proposed Activity (attach diagram):

Requested Location: _____

Date (s): _____

Event set up will begin	Event will begin	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment) _____

Support Personnel (contractors, etc. including addresses and telephones) _____

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

Is this an exercise of First Amendment Rights?

☐ Y ☐ N

Are you familiar with/ have you visited the requested area?

☐ Y ☐ N

Do you plan to advertise or issue a press release?

☐ Y ☐ N

Will you distribute printed material?

☐ Y ☐ N

Is there any reason to believe there will be attempts to disrupt,
protest or prevent your event?(if yes explain on separate sheet)

☐ Y ☐ N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$50.00 made payable to **National Park Service**. Application and administrative charges are non-refundable.

Return this application to: SUP Permit Coordinator: Kimberly Szewczyk
Valley Forge National Historical Park
1400 North Outer Line Drive, King of Prussia, PA 19406-1009
Phone (610) 783-1014 Fax (610) 783-1053

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

CONDITIONS OF THIS PERMIT

1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. Damages - The permittee shall pay the United States of America for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.
3. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
7. Permittee will comply with applicable public health and sanitation standards and codes.
8. All sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable use of these areas by

pedestrians, vehicles and other park areas.

9. No fee collections or donations may be solicited or accepted, and the selling of pamphlets or any similar material is prohibited within the boundary of Valley Forge National Historical Park.

10. All promotional and informational material related to this event shall be reviewed by the Superintendent prior to its release.

11. Good order and proper decorum shall be maintained by those persons conducting and participating in this event. Neither will public safety and general welfare be endangered by those persons conducting and participating in this event.

12. Smoking is prohibited in all historic structures and the Park Visitor Center at all times. No fireworks of any kind will be lit or shot off during this event.

13. This permit is issued only for the use of the area designated and does not include permission for activities outside the park or on private property within the park.

14. Unless specifically stated, this permit does not give exclusive use of the designated area and facilities such as picnic tables. Picnic tables are on a first come first use basis. No reservation of tables or "saving" of tables is permitted.

15. The area shall be left in the same condition as prior to your event and all litter, trash and equipment will be removed from park property by the permittee before expiration of the permit.

16. All sound amplification equipment shall be limited so that it will not unreasonably disturb non-participating persons in the immediate area, or in the vicinity of the area.

17. The building or area to be used shall remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service Official in charge.

18. If commercial television or photo coverage other than bonafide press coverage is to be part of the program, a Valley Forge National Historical Park filming permit is required.

19. The release of helium balloons is prohibited. The permittee is subject to penalty for any balloons used during the event that are lost whatever the cause.

20. No structure of any kind may be erected without prior approval of the park superintendent. Examples would include tents and shade canopies or a stage.

21. No alcoholic beverages are permitted within the boundary of Valley Forge National Historical Park.

22. All posted signs must be removed after event is completed.

23. Any future application for a special park use may not be considered if not received 90 days prior to the event.

24.. All liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall name the United States of America as "additionally insured" and in that event shall provide that the insurance company shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the Superintendent prior to the commencement of any activities authorized under this agreement.

25. The National Park Service reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.

26. This agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of the Permittee of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the

same.

NATIONAL PARK SERVICE
Valley Forge National Historical Park
1400 N. Outer Line Drive, King of Prussia, PA 19406-1009
Short Form Application for Photography/Filming Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. This information is required to evaluate your permit request. Allow thirty days (30) for processing. **A non-refundable processing fee of \$50.00, in the form of a check made out to the National Park Service, is required to accompany this application.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. There may be additional fees charged, including a location fee, and you may be required to provide proof of liability insurance.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell #:	Cell phone #:
E-mail Address:	Fax #:
Fax #:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s): _____

SCHEDULE BY LOCATION(S) (Includes filming, parking and base camp):

Date	Location	Start Time	End Time	Type of Activity (e.g., film, prep, or strike)	Number of Cast & Crew

Maximum Number of Participants _____ (Please provide best estimate)

Description of Equipment/Props: _____

Attach list of vehicles including type and license plate number. _____

Use of Roads and/or Trails? (Y/N): ____ Describe: _____

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above.

Signature: _____ Print Name: _____ Date: _____

Title: _____ Company Name: _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$50.00 made payable to **National Park Service**. Application and administrative charges are non-refundable.

Return this application to: SUP Permit Coordinator: Kimberly Szewczyk
Valley Forge National Historical Park
1400 North Outer Line Drive, King of Prussia, PA 19406-1009
Phone (610) 783-1014 Fax (610) 783-1053

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

CONDITIONS OF THIS PERMIT

- 1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.**
- 2. Damages - The permittee shall pay the United States of America for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.**
- 3. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.**
- 4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.**
- 5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.**
- 6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].**
- 7. Permittee will comply with applicable public health and sanitation standards and codes.**

8. All sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable use of these areas by pedestrians, vehicles and other park areas.
9. No fee collections or donations may be solicited or accepted, and the selling of pamphlets or any similar material is prohibited within the boundary of Valley Forge National Historical Park.
10. All promotional and informational material related to this event shall be reviewed by the Superintendent prior to its release.
11. Good order and proper decorum shall be maintained by those persons conducting and participating in this event. Neither will public safety and general welfare be endangered by those persons conducting and participating in this event.
12. Smoking is prohibited in all historic structures and the Park Visitor Center at all times. No fireworks of any kind will be lit or shot off during this event.
13. This permit is issued only for the use of the area designated and does not include permission for activities outside the park or on private property within the park.
14. Unless specifically stated, this permit does not give exclusive use of the designated area and facilities such as picnic tables. Picnic tables are on a first come first use basis. No reservation of tables or "saving" of tables is permitted.
15. The area shall be left in the same condition as prior to your event and all litter, trash and equipment will be removed from park property by the permittee before expiration of the permit.
16. All sound amplification equipment shall be limited so that it will not unreasonably disturb non-participating persons in the immediate area, or in the vicinity of the area.
17. The building or area to be used shall remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service Official in charge.
18. If commercial television or photo coverage other than bonafide press coverage is to be part of the program, a Valley Forge National Historical Park filming permit is required.
19. The release of helium balloons is prohibited. The permittee is subject to penalty for any balloons used during the event that are lost whatever the cause.
20. No structure of any kind may be erected without prior approval of the park superintendent. Examples would include tents and shade canopies or a stage.
21. No alcoholic beverages are permitted within the boundary of Valley Forge National Historical Park.
22. All posted signs must be removed after event is completed.
23. Any future application for a special park use may not be considered if not received 90 days prior to the event.
- 24.. All liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall name the United States of America as "additionally insured" and in that event shall provide that the insurance company shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the Superintendent prior to the commencement of any activities authorized under this agreement.
25. The National Park Service reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.
26. This agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of the Permittee of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the

Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

Valley Forge National Historical Park
1400 North Outer Line Drive
King of Prussia, PA 19406-1009
Long Form Application for Photography/Filming Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. This information is required to evaluate your permit request. Allow thirty (30) days for processing. **A non-refundable processing fee of \$50.00, in the form of a check made out to the National Park Service, is required and must accompany this application.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. There may be additional fees charged, including a location fee, and you will be required to provide proof of liability insurance.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Insurance company:
Cell phone #:	

TYPE OF PROJECT:

- ☐ Stills, editorial ☐ Stills, advertising ☐ stills, other ☐ stock photo/video/film
- ☐ Feature Film /TV Movie ☐ TV Series/Pilot ☐ Documentary/Travelogue ☐ Commercial
- ☐ Music Video ☐ Public Service Announcement ☐ Infomercial ☐ Industrial
- ☐ Other, explain_____

Will there be sound recording ☐ Yes ☐ No Night work : ☐ No ☐ Yes, explain

SUMMARY OF SCENE(S) (attach additional pages if needed):

SHOOTING SCHEDULE BY LOCATION:

DATE	LOCATION	Start Time	End Time	Interior or Exterior	FILM	PREP	STRIKE	# of cast & crew
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Set dressing or other structures proposed: ☐ No ☐ Yes, explain

ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING: set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).

Electrical needs, explain _____ Generator: ☐ No ☐ Yes, size _____

Lighting: ☐ None ☐ Reflectors only ☐ Yes (explain)

Road: _____ Date/time: _____ ☐ Closure requested

☐ Running shots ☐ Driving shots ☐ Drive-bys ☐ Tow shots ☐ Drive-ups & Away ☐ Wet down road

☐ Camera/Equipment on Road Shoulder ☐ Camera/Equipment on median ☐ Other (explain)

OPERATIONAL INFORMATION:

Number of Personnel and Vehicles:

Total Cast & Crew _____ Personal Cars _____ Large Trucks _____ Other Trucks _____ Vans

Camera Car _____ Picture Cars _____ Motor homes _____ Dressing Rooms

Other Vehicles (explain)

Base Camp location:

Catering Co. Name _____ Phone # _____

SPECIAL ACTIVITIES:

Children: None Yes # of Children _____ Age Range _____

Animals: None Yes (explain)

Trainer Name: _____ Phone #: _____

Aircraft: No Yes (explain)

Special Effects: (identify)

Effects Technician Name: _____ Phone # _____

License # (if applicable) _____ Permit # (if applicable) _____

Stunts: (explain)

Coordinator _____ Phone # _____

Any other unusual or hazardous activities, explain

Person on location responsible for company's adherence to all terms & conditions of a Film Permit:

Name: _____ Title: _____ Phone: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____ Phone: _____

Person at the company office to contact for follow up information and billing:

Name: _____ Title: _____ Phone: _____

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

Signature _____ Title _____ Date _____

Company Name _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$50.00 made payable to **National Park Service**. Application and administrative charges are non-refundable.

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1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. Damages - The permittee shall pay the United States of America for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.
3. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
7. Permittee will comply with applicable public health and sanitation standards and codes.
8. All sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable use of these areas by

pedestrians, vehicles and other park areas.

9. No fee collections or donations may be solicited or accepted, and the selling of pamphlets or any similar material is prohibited within the boundary of Valley Forge National Historical Park.

10. All promotional and informational material related to this event shall be reviewed by the Superintendent prior to its release.

11. Good order and proper decorum shall be maintained by those persons conducting and participating in this event. Neither will public safety and general welfare be endangered by those persons conducting and participating in this event.

12. Smoking is prohibited in all historic structures and the Park Visitor Center at all times. No fireworks of any kind will be lit or shot off during this event.

13. This permit is issued only for the use of the area designated and does not include permission for activities outside the park or on private property within the park.

14. Unless specifically stated, this permit does not give exclusive use of the designated area and facilities such as picnic tables. Picnic tables are on a first come first use basis. No reservation of tables or "saving" of tables is permitted.

15. The area shall be left in the same condition as prior to your event and all litter, trash and equipment will be removed from park property by the permittee before expiration of the permit.

16. All sound amplification equipment shall be limited so that it will not unreasonably disturb non-participating persons in the immediate area, or in the vicinity of the area.

17. The building or area to be used shall remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service Official in charge.

18. If commercial television or photo coverage other than bonafide press coverage is to be part of the program, a Valley Forge National Historical Park filming permit is required.

19. The release of helium balloons is prohibited. The permittee is subject to penalty for any balloons used during the event that are lost whatever the cause.

20. No structure of any kind may be erected without prior approval of the park superintendent. Examples would include tents and shade canopies or a stage.

21. No alcoholic beverages are permitted within the boundary of Valley Forge National Historical Park.

22. All posted signs must be removed after event is completed.

23. Any future application for a special park use may not be considered if not received 90 days prior to the event.

24.. All liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall name the United States of America as "additionally insured" and in that event shall provide that the insurance company shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the Superintendent prior to the commencement of any activities authorized under this agreement.

25. The National Park Service reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.

26. This agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of the Permittee of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.